

For information on becoming a Personal & Home Care Aide, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

**Berlin (752-5500)**

[151 Pleasant St., PO Box 159, 03570-0159](#)

**Claremont (543-3111)**

[404 Washington St., PO Box 180, 03743-0180](#)

**Concord (228-4100)**

[10 West St., PO Box 1140, 03302 - 1140](#)

**Conway (447-5924)**

[518 White Mountain Highway, 03818-4205](#)

**Keene (352-1904)**

[109 Key Rd., 03431-3926](#)

**Laconia (524-3960)**

[426 Union Ave., PO Box 760, 03246-2894](#)

**Lebanon (448-6340)**

[85 Mechanic St., Ste.4, 03766-1506](#)

**Littleton (444-2971)**

[646 Union St., Ste.100, 03561-5314](#)

**Manchester (627-7841)**

[300 Hanover St., 03104-4957](#)

**Nashua (882-5177)**

[6 Townsend St., 03060-3285](#)

**Portsmouth (436-3702)**

[2000 Lafayette Rd., 03801-5673](#)

**Salem (893-9185)**

[29 South Broadway, 03029-3026](#)

**Somersworth (742-3600)**

[243 Rt.108, 03878-1512](#)

**NHCRN**  
New Hampshire Career Resource Network  
SECURITY Rick Ricker (603) 229-4489 ELMAB  
[www.nhes.state.nh.us/elmi/nhcrn/index.htm](http://www.nhes.state.nh.us/elmi/nhcrn/index.htm)

**SO, You want  
to be a...**

*Projected to be among the fastest growing  
occupations. (NH Employment Projections, 2002-2012)*

## **Health Science** **Personal & Home Care Aide**



## **New Hampshire**

**Here are  
a few things  
you should know.**

You'll want to know a few things about this career.

Avg Hrly Wage:

\$8.75

Expected

Growth Rate\*:

46%

Avg Annual

Openings:

134

Training/Educ  
Needed:

Short On-the-Job  
Training

*Certification (voluntary) is available which demonstrates your having met industry standards (See Nt'l Assoc. for Home Care). See Personal & Home Care Aide Programs available in NH at [www.nhes.state.nh.us](http://www.nhes.state.nh.us), (NHetwork)*

Basic Skills: Reading, listening, writing, speaking.

Job Skills: Responsibility, compassion, emotional stability, cheerfulness, tact, honesty, discretion. (OOH) (Also: Speaking, social perceptiveness, active listening, instructing, critical thinking, identification of key causes.)

[www.onetcenter.org](http://www.onetcenter.org)

SO, You want to be a...

# Personal & Home Care Aide

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## TASKS

1. Advises and assists family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs.
2. Explains fundamental hygiene principles.
3. Evaluates needs of individuals served and plans for continuing services.
4. Assists in training children.
5. Prepares and maintains records of assistance rendered.
6. Gives (& trains family members to give) bedside care to incapacitated individuals.
7. Assists client with dressing, undressing, and toilet activities.
8. Assigns housekeeping duties according to children's capabilities.
9. Assists parents in establishing good study habits for children.
10. Obtains information for client, for personal and business purposes.
11. Drives motor vehicle to transport client to specified locations.
12. Types correspondence and reports.

[www.onetcenter.org](http://www.onetcenter.org)

Interests  
(Holland  
Code):

SRE

(Social,  
Realistic,  
Enterprising)

Interest Area:

Recreation,  
Travel, &  
Personal  
Services

Working Con-  
ditions:

Vary  
depending on  
patient need/  
surroundings.

(Can require a lot  
of heavy lifting,  
walking, & stand-  
ing.)

Avg Work

Week: Varies  
depending on  
number of  
clients (can be

up to 40hrs or more) (could  
include evening, weekend, &  
holiday work to meet 24hr care  
requirements.)

Sources of additional info:

NH Employment Security (Contact  
office nearest you or go online to  
[www.nhes.state.nh.us](http://www.nhes.state.nh.us)).

National Association for Homecare,  
228 7th Street SE., Washington,  
DC 20003 ([www.nahc.org](http://www.nahc.org)).

**NHCRN**  
New Hampshire Career Resource Network  
Employment Security Rick Ricker (603) 229-4489 ELMAB  
[www.nhes.state.nh.us/elmi/nhcrn/index.htm](http://www.nhes.state.nh.us/elmi/nhcrn/index.htm)